

Modesto Junior College
 Accreditation Council
 Minutes
 March 13, 2014

Members	Representing	Present	Absent
Asia Reed , Student	ASMJC	√	
Dr. Chad Redwing , Professor – Humanities	Academic Senate	√	
Donna Jamison , Admissions and Records Specialist	CSAC		√
Ellen Dambrosio , Librarian	Academic Senate	√	
Dr. James Todd , Professor – Anthropology, Co-Chair	Academic Senate President	√	
Dr. Jennifer Hamilton , Professor – English, Faculty Accreditation Co-Chair	Academic Senate	√	
Dr. Lorena Dorn , Dean of Counseling and Student Services	Administration		√
Manny Walsh , Administrative Secretary EOP&S	CSEA	√	
Mark Anglin , Dean of Agriculture and Environmental Science	Administration		√
Rodrigo Gomez , Student	ASMJC	√	
Susan Kincade , Vice President of Instruction, Chair	Accreditation Liaison Officer		√
Tanya Smith , Admissions & Records Specialist	CSEA	√	
Theresa Stovall , Professor – English	Academic Senate		√
Heather Townsend , Accreditation/Assessment Process Specialist, Instruction Office	Recorder	√	
Vacant	Administration		
Vacant	Administration		

GUESTS

Name	REPRESENTING
Hunter Wright	Student

I. Call to Order

The meeting was called to order at 3:37 p.m.

II. Approval of Agenda

Action Item:

**C. Redwing moved to approve the agenda.
 Seconded by: E. Dambrosio
 Result: Unanimously Approved**

III. Approval of Minutes

Action Item:

E. Dambrosio moved to approve the minutes of 02/20/2014.

Seconded by: A. Reed

Result: Unanimously Approved.

IV. Welcome and Introductions

A. Welcome:

The Accreditation Council welcomed its newest CSEA member T. Smith. T. Smith is an Admissions & Records Specialist in the Modesto Junior College Enrollment Services department.

J. Hamilton reported that T. Stovall will be joining the Accreditation Council. T. Stovall is taking the place of B. Anelli as an Academic Senate representative.

V. Action Items

A. Substantive Change Proposal:

J. Hamilton reported that using Dropbox seemed to work well in the compilation of the Substantive Change Proposal. She said that we will continue to use Dropbox if members agreed that the storage application worked well. The Accreditation Council members agreed.

J. Hamilton explained the Substantive Change Proposal process. She reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) requires a Substantive Change Proposal for distance education when there is an addition of courses that constitute 50% or more of the units in a program offered through a mode of distance or electronic delivery, or correspondence education. J. Hamilton said we have 41 awards that are listed in the current proposal.

J. Hamilton explained why we hadn't filed the proposal earlier. She said that ACCJC requires that a college not file a Substantive Change Proposal in the six-month period preceding a site visit. Because we were on sanctions, we could not file the proposal. Now that we have been taken off sanction, our proposal can move forward. The proposal must also be submitted at least six months prior to our next report which is due in October.

J. Hamilton mentioned that the proposal is being vetted through all governance councils. She said that the Academic Senate has the proposal scheduled for a second reading next week. The Council reviewed the final draft of the proposal

electronically as a group. T. Smith said that the Substantive Change Proposal is very informative and packed with a lot of great information.

Action Item:

A. Reed moved to approve the Substantive Change Proposal.

Seconded by: R. Gomez

Result: Unanimously Approved.

VI. Informational Items

A. Annual Report:

J. Hamilton reported that the Annual Report is due to ACCJC by March 31, 2014. Currently N. Seronello, MJC Research Analyst, J. Todd, Academic Senate President/ Assessment Work Group Chair, S. Kincade, Vice President of Instruction/Accreditation Liaison Officer, and several others are compiling the data needed for the Annual Report. J. Hamilton said that the information will be added to the Dropbox folder for Council members to review, and the final report will also be reviewed and/or approved at the next Accreditation Council meeting scheduled on March 27, 2014.

B. Midterm Report:

The Council members discussed the upcoming Midterm Report due in October 2014. J. Hamilton reported that Dropbox will be used for the compilation of the report. She plans to set up team folders for everyone. Each Council member was given a binder. Each binder comes with a timeline and the ACCJC document, *Guidelines for Preparing Institutional Reports to the Commission*. Council members discussed the proposed timeline which starts with the assignment of responsibilities scheduled for discussion at this meeting. The group did discuss responsibilities but no assignments were made as of yet. This topic will be discussed at the next Accreditation Council meeting. J. Hamilton added that the suggested timelines will help keep us on track and give us ample time to make sure that the report is vetted through all responsible governance groups before final approval by the Board of Trustees in early October.

The Summary of Planning Agendas from our last report in 2011 was discussed by Council members. Members went through several items to discuss if we had accomplished what we said we had planned to do. J. Hamilton said that we just need to report our progress and show evidence in the appendix of the report. C. Redwing mentioned that we need to make sure to not only note in the report that we had accomplished the planning agenda but to also state what our process is now and how we have made things even better. J. Hamilton said that it is important to note that since the development of the planning agendas in 2011, the college has gone through quite a few turnovers in administration. Modesto Junior College has finally stabilized with new administration. Governance groups, important processes, and ongoing dialogue have been established.

E. Dambrosio mentioned that we may need more people involved outside of the Accreditation Council to help with the compilation of the report. J. Hamilton said that the biggest help will be for us to get the outline and background data accomplished first. J. Hamilton said that she plans to ask S. Kincade how we need to respond in this report, and will also provide the Council with report samples via email or Dropbox. J. Hamilton asked that the Accreditation Council look over the previous planning agendas and contemplate what area they can most relate with. Also, she would like for members to think of others across the campus that can help with the compilation of the report.

Action Item:

J. Hamilton will ask for clarification on the scope of what our response to the planning agendas needs to be from S. Kincade as well as send report samples via email or the Dropbox link before the next meeting.

Action Item:

The Accreditation Council representatives will review the 2011 Summary of Planning Agendas before the next meeting and decide what area they want to be involved with. They will also start thinking about others who can assist with the compilation of the report.

The Summary of Planning Agendas from 2011 can be viewed at the following link:

http://mjc.edu/general/accreditation/documents/summary_of_planning_agendas.pdf

J. Hamilton also mentioned that the accreditation standards are still in process of being revised. H. Townsend mentioned that a revision to the standards was recently emailed to Area A representatives across California. She shared the email with the group. The Council reviewed some of the proposed language. E. Dambrosio asked if the college intends to respond to the proposed standards. E. Dambrosio reported that the proposed standards will remove the Library from Instruction. She reported that the library would like to make some recommendations. She said that the Council of Chief Librarians has drafted some language to modify ACCJC's proposed standards and hopes to see them incorporated. E. Dambrosio said that the recommendations were not incorporated in the current draft and that the Council of Chief Librarians was actually left off of the list for distribution to even view the proposed standards draft. J. Hamilton said that she had not heard anyone at the college speak about making a formal response as of yet. E. Dambrosio requested that we ask the Vice President of Instruction, S. Kincade, if the college plans to formally respond to the Commission. She would like to see this as an action item on the next agenda.

Action Item:

“Response to Suggested Revisions to the Accreditation Standards” to be added to the next Accreditation Council agenda.

VII. Representative Reports

A. College Council:

J. Hamilton reported that the Hiring Prioritization and Substantive Change Proposal were discussed.

B. Instruction Council:

Student Hunter Wright reported that the Hiring Prioritization was discussed.

C. Student Services Council:

NO REPORT

D. Resource Allocation Council:

NO REPORT

E. Facilities Council:

No REPORT

F. Senate Report:

J. Hamilton reported that the Hiring Prioritization document and Substantive Change Proposal were discussed. There was a first reading of the ASCCC paper, *The Role of Counseling Faculty and Delivery of Counseling Services in the California Community Colleges*.

G. Student Report:

A. Reed reported that ASMJC and communications both have meetings scheduled for tomorrow. She reported that civil suits have been filed with the Business Office due to finance issues. ASMJC is thinking about hiring its own finance person so that they do not have to deal directly with the Business Office. She reported that last Saturday ASMJC helped with the New Student Orientation event on campus. A. Reed also reported that the Modesto Bee has featured an article about the March in March.

H. Staff Report:

M. Walsh reported that CSEA discussed the parking permit fee increase for staff. Staff parking permits went from \$30 per year to \$60, while student's permits went from \$20 to \$30. She also reported that fundraising was discussed to pay for classified staff events.

T. Smith reported on behalf of CSAC. CSAC discussed putting together a Classified Staff Development Retreat. The event is still in the works. T. Smith also reported that on May 21st the Classified Staff and Development Day will be held. She said that it is scheduled as a half-day event.

VIII. Adjournment

Meeting was adjourned at 4:54 p.m.

Next meeting: March 27, 2014 from 3:30 p.m. to 5:00 p.m. in Conference Room A.